

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

January 22, 2009, 10:00 a.m.

City Hall, Dr. Carlton B. Goodlett Place, Room 305

San Francisco, California 94102

Attendance

Adult Probation – Bella Fudym
Budget Office – Meghan Wallace
City Attorney – Vicki Clayton
DEM – Mitch Sutton
District Attorney – Martha Knutzen
DOT – Rob Castiglia
DOT –Walt Calcagno
DOT – Oli Sadler
DOSW – Emily Murase

IT PM – Al Corker
Juvenile Probation – Jose Luis Perla
MOCJ – Adam Gomolin
MOCJ – Kevin Ryan
Police Department – Charles Keohane
Police Department – Greg Yee
Public Defender – Tyler Vu
Public Defender – Rene Manzo
Superior Court -- Pat Jeong
Sheriff Department – Dave Hardy

Call to Order

Kevin Ryan, Co-Chair of the Governance Council, called the meeting to order at 10:05 a.m. Kevin noted the presence of Beverly Upton, executive director of the San Francisco Domestic Violence Consortium. Kevin stated that the meeting was duly posted according to the Sunshine Ordinance and would therefore dispense without public comment after each Agenda item unless otherwise requested by Beverly Upton.

Adoption of Agenda – Action Item

Kevin Ryan moved to adopt the agenda as written. Al Corker seconded the motion, which was approved unanimously by all members. The Agenda was adopted without change.

Adoption of Minutes – December 19, 2008

Greg Yee requested the title of Captain Charles Keohane to be updated to Assistant Chief in the Draft of the Minutes of the meeting of December 19, 2008. The corrected Draft of Minutes was adopted for distribution as final and seconded by Kevin Ryan.

Technical Steering Committee (TSC) Update – Discussion/ Action Item

Walt Calcagno presented the highlights of the recent activities of the TSC. He noted several assignment changes of importance to the TSC. City of San Francisco has appointed Chris Vein as Chief Information Officer and Deputy Director John Walton will now handle day-to-day operations. Rion Dugan, Director of Strategic Sourcing for the Department of Technology (DOT), is taking a leave of absence. Christine Martin has absorbed Rion's duties and will also be assuming the Contracts Division. Walt added that Finance Directors Paul Riveto and Kathyne Hiel are retiring, which may impact contracts in the immediate future.

Walt had received the updated status reports and posted them to the Innotas website.

The JUSTIS Development Team is trying to schedule a meeting with the Board of Supervisors to release funds that will fill two vacancies on reserve. Walt stated the Development Team may use two developers from the Hub project and utilize the two vacancies for staff work. Outside contractors could be used to bridge the gap. The Department of Technology (DOT) is currently in negotiations with the union to pursue this option.

Beverly Upton, member of public and Director of the San Francisco Domestic Violence Consortium, moved for public comment. Beverly asked if the funding for the two reserve positions has been placed on the Board of Supervisors agenda. Walt responded that a request has been provided to Christine Martin, who will forward it to the Finance Committee. Beverly then offered community support in releasing the funds.

Case Management System Update: Discussion / Action Item

HUB Project – Rob Castiglia presented the update. DOT has completed the full housing test with the Sheriff's Department, which is a prerequisite for going live. Rob stated his team performed a full database conversion for the Sheriff's Department prior to running the test. Other than two minor anomalies on the mainframe side, JMS performed extremely well. Two minor adjustments have been made on how messages are processed, which are expected to produce major performance gains. DOT is concluding its data review from the large house testing and expects to rerun the test through early next week. This will also allow DOT to measure the performance increases for the Hub modifications. If no new conflicts surface, testing will conclude by the first week of February. An additional 15 days are required for data preparation and staff training within the Sheriff's Department, resulting in a soft target go-live date of February 23, 2009.

Rob stated there is nothing new to report in DOT's work with the Adult Probation Department (APD) case management system. DOT has made progress on the Supervised Release File (SRF) for CLETS and is in the final stages of work on SRF, which is processing the return files from the Department of Justice (DOJ).

DOT has continued to work with the Public Defender (PD) on their spoke, Gideon. Rob stated that his team has been working on data validation with the PD's vendor, iCara, and the results are looking good. DOT will resolve any remaining XML issues and run a pre-go-live test after the Sheriff's go-live transition.

The San Francisco Police Department has committed to provide any changes on RMS issues they see fit before the Sheriff's Department goes live. DOT and SFPD have been working on a solution to get the ECD calls for service information into RMS. A high-level solution looks workable, but needs to be fully diagrammed and requires additional working sessions prior to going forward.

DOT had a great meeting with Ron Ho and Pat Jeong of the Superior Court. As a result, DOT now has more details on how the Superior Court will interact with the Hub. Rob stated his team will be working on revisions and additions of inbound and outbound message types before meeting with Ron and Pat again. He noted that DOT expects to complete the XML structures by mid-February and enter preliminary Hub testing with CX by mid-March.

Server Project and Storage Area Network (SAN) Project – DOT is working with SFPD to move more SAN components to the Hall of Justice. DOT has experienced contract issues with hiring staff certified with SAN and VMWare systems. The candidates slated to fill the two vacancies on reserve do not yet possess the ability to support

these systems. Rob added his team is working to create another virtual network with all CMS history prior to a testing query.

Juvenile Probation Department (JPD) – Jose Perla provided the update. Jose said JPD is focused on in-house activity. They are presently concentrating on rewriting the user interface for their spoke.

District Attorney (DA) – Martha Knutzen presented the update. The DA has engaged in preliminary conversations about switching over to the Hub. Additionally, they have continued updating the statutes table for 2009 and are presently three-quarters of the way complete.

Public Defender – Tyler Vu provided the update. In addition to Rob Castiglia's update, the PD is presently working on electronically submitting office event requests to officers. They have received preliminary results.

San Francisco Police Department (SFPD) – Greg Yee provided the update. Greg stated there was an architectural study of the network completed on November 17 and 18, 2008. The inspection found that the network is sound but may experience some bandwidth issues if an unusual amount of users are simultaneously logged on. Presently, the Northern Station is the only station on the fiber network. SFPD is currently in contract negotiations with New World Systems (NWS). NWS has informed SFPD the report writing module will not be ready for release until mid-February and is targeting Culver City as the first California city for rollout of the module.

Greg noted that SFPD is continuing its search for a new Chief Information Officer and has three potential candidates. SFPD will begin its Train the Trainer program in February and expects the first rollout of the booking module in mid-March. Mission Station will be the first to go-live with the booking module. There is no specified go-live date. SFPD expects to go-live thirty days after the Sheriff Department, projecting the end of March.

Sheriff's Department – Lieutenant Dave Hardy provided the update. Dave said the completion of the large housing testing marks a major milestone. This tested 2,000 data entries in the system. 12 minor issues were discovered during testing and ten have been resolved. NWS will resolve the remaining issues within 24 hours. The Sheriff's Department is pleased with the turnaround provided by NWS and looking forward to completing booking the new CMS.

Dave stated SFPD is taking the lead with the report-writing module, which will be the same module used by the Sheriff's Department. The Sheriff's Department is live with NWS CLETS and expects to connect to CLETS independent of SFPD in May. The Sheriff's Department has experienced connectivity issues that will be resolved with CITRIX. The go-live delay is a result of data incompatibility between the booking module and CMS.

In answer to a question about data transition into CMS, Dave stated he will provide a sample CMS calendar to other departments for review.

Adult Probation Department (APD) – Bella Fudym provided the update. Bella said APD has finally received contact from their vendor after four months of silence. They are still working with the vendor on contracts, although the City Attorney is not yet involved. A letter from Pat Boyd, Chief of APD, was sent to the vendor.

APD has completed the first round of testing with SRF. The next step is test the connection with the SFPD spoke.

Superior Court – Pat Jeong provided the update. Pat said there was little to add beyond Rob Castiglia's update. Additionally, the department is working on exchanges.

Executive Sponsor Update – Discussion/Action Item:

Kevin Ryan provided the Executive Sponsor update. Kevin inquired as to the status of the FY 2009 JUSTIS budget and any potential carry-forward funding.

Meghan Wallace, Fiscal and Policy Analyst of the Mayor's Budget Office, provided the JUSTIS committee with an update. Meghan said there will be no additional carry forward funding or additional funding for FY 2009. The JUSTIS project will not incur any major impacts on from mid-year budget cuts. In addition, there has been a mayor's reserve placed on the budget for the JPD spoke. Meghan added that there is a significant need for budget reductions this year, but JUSTIS is a strong project with coordinating departments and pooling resources.

Walt Calcagno clarified that JUSTIS did receive \$2 million in carry forward funding. However, it did not receive the additional \$500,000 mid-year carry forward funding. In response to questions about the 2009 JUSTIS budget, Walt said that that JUSTIS operated on a \$3 million annual budget. Initially, funds are applied to development of the JUSTIS system. Once it is constructed funds are then applied to maintenance of the system. Any increased or unexpected costs are compensated by carry-forward funds.

JUSTIS 2009

Al Corker provided a presentation titled "JUSTIS 2009," which is attached to the action minutes as Exhibit 1.

New Business - There was no new business to report today.

Adjournment - The next Council meeting is scheduled for Thursday, March 5, 2009, at 10:00 a.m., in Room 305 of City Hall. There being no further business before the Council, the meeting was adjourned by unanimous consent at 10:35 a.m.